

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 5210

**TITLE:** PLANNER IV

**GRADE:** S-31

**DEFINITION:**

Under general direction, serves as Branch Chief or Assistant Division Director within a division (e.g. Zoning Permit Review Branch within the Zoning Administration Division); plans, coordinates and supervises an operating branch within the department consisting of a group of professional planners and technical staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Work at this level is predominately managerial and administrative (e.g. budget, staffing and program development for a branch). The Planner IV is distinguished from the Planner III in that the Planner IV represents the initial level of managerial responsibility within the Planner series and serves as Branch Chief or Assistant Division Director, supervising a group of professional planners and whereas the Planner III has no managerial responsibility.

The Planner IV is distinguished from the Planning Division Chief in that the Planner IV oversees and manages a branch within the division (Zoning Permit Branch within the Zoning Administration Division) whereas the Planning Division Chief oversees a large division consisting of several branches (e.g., Zoning Administration Division, Zoning Evaluation Division and Planning Division).

**ILLUSTRATIVE DUTIES:**

Plans, supervises, and directs the work of a group of planners, technicians, administrative assistants, and/or inspectors in land use planning, zoning, research, public facilities planning, environmental planning and related projects;  
Coordinates responses to complex planning, zoning and/or development review questions received by the Branch, Division and/or the Department;  
Supervises report production and distribution, legal advertising, scheduling of public hearings, and/or posting of property;  
Participates in negotiation sessions, meetings and conferences with the Board of Supervisors, Planning Commission, Board of Zoning Appeals, developers and/ or citizens);  
Prepares and presents reports to County Boards and other groups; Provides policy guidance and interpretations of documents and materials relevant to the specific Division, such as the Comprehensive Plan and/or the Zoning Ordinance;  
Presents staff's position at public meetings before the Board of Supervisors, Planning Commission, Board of Zoning Appeals, and other bodies;  
Reviews and/or edits complex documents land development proposals including land use, design, transportation, engineering, architectural, design, building plan components and/ or proposals in Commercial Revitalization and other special areas, including the capital improvement program, public facility site selection review, and trail planning efforts;  
Assists in the establishment of policies, procedures and priorities for the operating programs of the Division;

Participates in the formulation, implementation, and maintenance of the Department's Strategic Plan;

Completes semi-annual and annual performance evaluations;

Hires new employees, including formulating questions, interviewing, and selecting employee;

Trains and mentors/coaches new employees within the Branch;

Reviews and edits all written documents produced by the Branch;

Represents the Division Director at meetings with County staff, developers, applicants, and citizen groups;

Represents the Department and the County in negotiations with applicants, citizens, County staff and others on specific areas of expertise as it relates to the position;

Provides expert testimony in a court-of-law regarding planning and/or zoning issues;

As Assistant Division Director, prepares the Division's budget, quarterly reports, and other management indicators and assists with Division's administrative activities;

As Assistant Division Director, serves as Acting Director in the absence of the Division Director;

As Assistant Division Director, reviews/approves all expenditures/reimbursements for the Division;

Reviews contract management tasks performed within Branch;

Authorizes payments to consultant contractors for professional services.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the Zoning Ordinance, the adopted Comprehensive Plan and County policies and procedures as they relate to planning and zoning applications;

Thorough knowledge of the theories, principles and practices of urban planning and zoning;

Thorough knowledge of local government areas of specialization, including planning or zoning, management procedures, and principles of supervision;

Ability to write, proofread, edit, and rewrite documents effectively and to critique and edit the work of others in the series;

Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;

Ability to supervise and coordinate the work of assigned staff, including making equitable assignments and assuring that deadlines are met;

Ability to identify process/ programmatic problems, to envision and propose effective solutions, and to apply consistently sound judgment in a variety of situations;

Ability to establish and maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizen groups;

Ability to coordinate the preparation of comprehensive planning and technical zoning reports;

Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;

Ability to communicate effectively, both orally and in writing;

Ability to communicate Department's mission, goals, and values to staff, elected officials, and citizens.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university in a planning-related field;  
PLUS five years of experience in a planning-related field (preferably in the specific area of assignment).

A Masters degree may be substituted for one year of the required experience.

The years of experience should include a minimum of three (3) years of experience in the specific area of assignment, e.g., zoning evaluation, zoning administration, zoning enforcement, public facility, environmental and/or land use planning.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

REVISED:	June 29, 2004
REVISED:	March 25, 1988
REVISED:	January 12, 1981